

S E C R E T

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OS Staff Notes - 31 May 1988

FROM:

Chief, Plans Branch/PPS
Office of Security

EXTENSION

NO.

DATE

31 May 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

EO/OS

6/1

B

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13. Regrade Confidential When
Separated from Secret Attachment
FORM
1-79610 USE PREVIOUS
EDITIONS

S E C R E T

1 June 1988

DD/PTS conducted the staff meeting during the absence of the D/S.

1. D/S Attends Information Systems Board Meeting

The D/S traveled to Lowell, Massachusetts last week to attend a meeting of the Information Systems Board hosted by Wang Laboratories. Several new product lines were introduced that are compatible with other systems. This represents a change from their basic approach in developing new product lines. Wang demonstrated some interesting new security products as well as document conversion and retrieval systems.

2. DDA Visits [redacted] Buildings

The DDA visited PTS elements in the [redacted] Buildings last week and will visit [redacted] Building on 13 July. DD/PTS indicated that the size and diversity of PTS becomes quite obvious during a walk through such as was done by the DDA. [redacted]

3. Director of NSA Briefed [redacted]

The DD/PTS and C/JSPO accompanied the DDA to NSA where they briefed General Odom on the [redacted] Program. General Odom reiterated his position on the need for improvements in personnel and physical security in the overseas environment [redacted]

S E C R E T

25X1

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6. Reminder on Headquarters Notice and Employee Bulletin

The AO reminded all OS employees to take note of recently published [] concerning employee leave sharing and Employee Bulletin [] on the Voluntary Leave Transfer Program. Both of these programs may be beneficial to employees with family health problems who are approaching to LWOP status. []

7. Letters of Appreciation and Commendatory Memoranda

The following letters of appreciation and commendatory memoranda have been received since the last OS Staff Meeting:

25X1

[] SPS, for professionalism and alertness on duty at Key Building.

25X1

[] OL/SS, for an extremely well-done series of security seminars given to personnel assigned to Mail and Courier Branch, FMD/OL.

DDI Security Staff for splendid security support for the past two years to the NIO for Counternarcotics.

25X1 [redacted] SES, for his stellar presentation on the Soviet espionage threat to industry given at an FBI sponsored Counterintelligence/Espionage Seminar for cleared contractors. [redacted]

8. The following employees are being recognized for Federal Service of

30 years

25X1 [redacted]

15 Years

25X1 [redacted]

9. Exceptional Accomplishment Award

25X1 [redacted] ES/PPS, has received an Exceptional Accomplishment Award in the amount of \$500 for her secretarial support to the Contract Management Support Staff during the last quarter of FY 1987.

10. Quality Step Increase

25X1 [redacted] ES/SES, has been awarded a Quality Step increase in recognition of his sustained superior performance.

25X1 [redacted] CG/CD, has been awarded a Quality Step increase in recognition of his sustained superior performance.

25X1 [redacted] TSG/TD, has been awarded a Quality Step increase in recognition of his sustained superior performance.

25X1 [redacted] EAG/ED, has been awarded a Quality Step increase in recognition of his sustained superior performance.

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